

Christendom College

Official Transcript Request



To request an official transcript, please mail the completed form to the address below:

Office of the Registrar
Christendom College
134 Christendom Drive
Front Royal, VA 22630

The fee is \$3 per transcript. **All requests must include your signature.** The normal time for processing a transcript request is within seven days of receiving this form. A processing time longer than seven days is possible during peak times for the registrar (August/January registration and May graduation). All transcripts are sent by first-class mail. No transcript will be released if you are not in good financial standing with the College.

Full Name: _____

Name while enrolled (if different): _____

Contact Email: _____

Contact Address: _____

Semesters of Attendance: _____

Send transcript(s) to: _____

Number of copies

Hold for current grades

Send now

Hold for posting of degree

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Date Received: _____ Date Sent: _____ Amount paid: _____